

# ***FFEL-GA Financial Partners Users Guide***

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## **Scope**

This guide outlines the procedures to complete your FFEL Guaranty Agency (GA) related job tasks using the new SFA Financial Management System (FMS). The primary audience for this course is the SFA Financial Partner, Financial Management group. The secondary audience is SFA Financial Partner, Partner Services.

**GUIDE OBJECTIVES:** This guide contains the following objectives:

- Describe the new FFEL GA Payment Process
- Describe the new GA Form 2000 Submission Process
- Search for and review Form 2000 Monthly, Monthly/Quarterly, and Annual Reports
- Accept or reject Form 2000 reports and enter comments
- Search for and review Form 2000 GA invoices
- Approve Form 2000 GA invoices for payment
- Place and release holds on Form 2000 GA invoices
- Resolve system holds on invoices
- Create and approve GA miscellaneous invoices for payment
- Review and approve LPIF invoices for payment
- Describe how to create and approve AMF estimated quarterly invoices for payment
- Describe how to apply estimated AMF quarterly payments to end-of-the year AMF invoices and approve for payment

- Maintain GA Agreement Dates
- View and print reports

**COURSE MODULES:** This guide contains the following 5 modules:

- Module 1 - Getting Started
- Module 2 - Review, Accept, or Reject Form 2000 Reports
- Module 3 - Review and Approve Form 2000 Invoices for Payment
- Module 4 - AMF and LPIF Management Fee Invoices
- Module 5 - Maintain GA Information and Run Reports

## Policy

All procedures for this document pertain only to FFEL GA Financial Partners.

## Responsibility

**SFA Financial Partner Manager:** This responsibility has the capability to access, query, and review Form 2000 Monthly, Monthly/Quarterly, and Annual Reports that have a status of Submitted, Accepted, or Rejected. Users assigned this responsibility can enter comments in the ED Comments field and can accept or reject Form 2000 Reports with a status of Submitted. Additionally, this responsibility can access and review the FFEL GA Account Mapping Form. Lastly, users assigned this responsibility can also access, review, and modify the GA Maintenance Form as well as run reports. This responsibility cannot update or modify the GA Form 2000 Reports nor view GA Form 2000 Reports that have a status of In Process or New. This responsibility cannot update or modify the FFEL GA Account Mapping Form.

**SFA FP Annual Inquiry:** This responsibility has the capability to access, query, and review Form 2000 Annual Reports with a Status of Submitted, Accepted, or Rejected. Users assigned this responsibility can also access and review the FFEL GA Account Mapping Form and run reports. This responsibility cannot update or modify GA Form 2000 Annual Reports nor the FFEL GA Account Mapping Form.

**SFA FFEL GA Payables:** This responsibility has the capability to access, query, and review invoices in AP. Users assigned this responsibility can perform funds checking, approve an invoice, and place and release holds on an invoice. They can also create invoices and credit memos in AP. Additionally, this responsibility can access, query, and review payment batch information and supplier information and run reports.

## Activity Preface

**Module 1 - Getting Started:** This module illustrates how to get started using SFA FMS. It includes describing the new FFEL GA Payment Process, Signing on to the system, and understanding the basic navigation features of the system.

To access First Time Sign-On Procedures, click on the link directly below:

[First Time Sign-On Procedures--Installing Jinitiator \[PROX0002\]](#)

To Review, Accept, or Reject Form 2000 Reports, click on the link directly below:

[Review, Accept, or Reject Forms 2000 Reports \[PROG0002\]](#)

To access GA Monthly/Quarterly Reports, click on the link directly below:

[Access GA Monthly/Quarterly Report \[PROG0003\]](#)

## Overview of the new GA Payment Process

1. Guaranty Agency completes and submits Form 2000 reports.
  - Step 1: Beginning in FY2001 (October 2000) Form 2000 replaces the 1189, 1130, & 704 forms. Guaranty Agencies can complete and submit monthly, quarterly, and annual reports for the FFEL loan program online using SFA FMS Form 2000. Once submitted, an email notification is sent to both the GA and the Financial Management common mailbox, (OSFA\_GAR@ed.gov).

**If Financial Management rejects the Form 2000, goto task #1. Otherwise, goto task #3.**

2. Financial Management accepts or rejects Form 2000 reports.
  - Step 2: Upon receipt of the email notification, Financial Management users will review the Form 2000 report online to decide whether to accept or reject it. If rejected, an email notification is automatically sent to the GA to review and resubmit the report. If accepted, the report will automatically be loaded in the SFA FMS Accounts Payable (AP) and General Ledger (GL). Amounts owed to the GA by SFA will be recorded

as an invoice in AP. Amounts owed to SFA by a GA will be recorded as a credit memo and applied against in the following months' payment from SFA to the GA. If a continuing or excessive amount is due to SFA by a GA, a manual invoice will be created in the Accounts Receivable (AR) module and the AP Credit Memo balance will be reversed. Additionally, an NSLDS data file is sent to SFA FMS regularly. This data is automatically loaded into SFA FMS AP to create LPIF and 4<sup>th</sup> quarter AMF invoice batches as needed.

3. Financial Management reviews and approves the invoice for payment.
  - Step 3: Next, the Financial Management users will access the SFA FMS AP and review the GA Form 2000 invoices. After reviewing the invoices, the Financial Management user can either approve it for payment or place it on hold. If the Financial Management user approves the invoice, SFA FMS will automatically check funds availability. If funds are available, SFA FMS will reserve those funds. If funds are not available, SFA FMS will place a system hold on the invoice. Additionally, the Financial Manager user will access SFA FMS AP to create and approve AMF estimated quarterly invoice batches as well as review and approve LPIF and AMF 4<sup>th</sup> quarter invoice batches.
4. SFA CFO creates payment files and sends to ED CFO.
  - Step 4: Once approved, an email notification is sent to both the GA and the Financial Management common mailbox indicating that the Statement of Account report is ready to be generated; however, the invoice is not actually paid until it is picked up in a payment batch. SFA CFO Accounting will define and create payment batches on a scheduled basis. Any approved invoice that meets the batch criteria will be included in the payment batch. SFA CFO Accounting will send the Payment Batch file to ED CFO for disbursement. Additionally, SFA CFO Accounting will post transactions to the SFA General Ledger (GL) on a scheduled basis.
5. ED CFO certifies payment file and sends to the Treasury Department.

## System Access

In order to use SFA FMS to perform your various job tasks, you must first sign-on to the system and select a responsibility.

**USER NAME:** A unique identifier, assigned by the system administrator, for each person who will use the system. To protect the integrity and confidentiality of the data in the SFA FMS system, it is important that you do not share your User Name or Password with anyone else. Each authorized user of SFA FMS will have their own User Name and Password.

**PASSWORD:** Your Password must be a minimum of eight alpha-numeric characters. In order to protect the confidentiality of your password, the Password field does not actually display the characters that you type into it. The system will prompt you to change your password the first time that you sign-on to the system and every 90 days thereafter.

**FYI:** If you forget your User Name or Password, contact the FMS Help Desk at 1-800-433-7327 to have it reset.

**End of activity.**

